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Director

DEPARTMENT OF CODE ADMINISTRATION

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TO: CODE ADMINISTRATION CUSTOMERS AND STAFF

FROM: JOHN CATLETT, DIRECTOR

SUBJECT: SUBMISSION OF PLAN REVISIONS

This policy is intended to provide clarity on the submission of plan revisions. Effective June 1, 2012 plan revisions submitted as a direct result of a permit review will not be charged a revision fee for the first resubmission addressing plan review comments.

To further clarify, a permit applicant will receive a plan review and resubmission review, based on ~~from +~~ the original plan review, as part of the building permit fee. Subsequent resubmissions as part of the original review or for plan changes submitted after a permit is issued will be charged the revision fee in accordance with the Code Administration Fee Schedule.

Staff processing revisions should use the following guidelines:

- All revisions will be received and processed from customers ~~whether regardless of if~~ the plans examiners are in the office or not.
- Staff should ask customers clarifying questions of ~~customers~~ when someone requests to submit documentation something to an individual staff member. Customer comments such as, "I am turning these in to Joe" should be followed by "What is it that you want Joe to look at as he is not in today." Unless it is a personal item ~~or not job related~~, all plans and/or documents items should be taken in and appropriate routing lines placed in the Permit Plan System. Customers should be assured that we'll make sure they get to someone that can review them as soon as possible.
- After receiving the plan, put a line in Permit Plan stating that the plans were received and make sure the appropriate person's task list is updated for the review.
- Send an email to the Plan Review Services Division Chief or Acting Chief ~~whoever is acting for him/her when they are not here~~ so he or she that they can reassign the review.

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